

SAMPLE PAPER FORMAT FOR I-MANAGER'S JOURNALS

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ABSTRACT

These instructions give you basic guidelines for preparing papers for the i-manager's Journals. This document is a template for Microsoft Word. If you are reading a paper version of this document, please download the electronic file from the i-manager website so that you can use it to prepare your manuscript. Abstract should not exceed 200 words. To allow retrieval by CD-ROM software, please include appropriate keywords in your abstract, in alphabetical order, separated by commas.

Keywords: Fonts, Formatting, Margins.

INTRODUCTION

Your goal is to simulate, as closely as possible, the usual appearance of typeset papers in i-manager's Journals. One difference is that the authors' affiliations should appear immediately following their names – do not include your title there.

1. Methodology

All papers must be submitted electronically in pdf format or MS word. Prepare your paper using an A4 page size of 210 mm 297 mm (8.27" 11.69").

- Type sizes and Type Faces: The best results will be obtained if your computer word processor has several type sizes. Try to follow the type sizes specified in Table

Type Size (pts)	Regular	Appearance	
		Bold	Italic
7	Table captions ^a		
8	Section titles, tables, table names ^a , first letters in table captions ^a , table superscripts, figure captions, text subscripts and superscripts, reference, footnotes		
9		Abstract	
10	Authors' affiliations, main text, equations, first letter in section titles ^a , first letter in table names ^a Authors names		Subheading
12			
14		Paper title	

^aCapital letters

Table 1. Type Sizes For Camera-ready Papers

1 as best as you can. Use 14 point bold, capital letters for the title, 12 point Roman (normal) characters for author names and 10 point Roman characters for the main text and author's affiliations.

- Format: In formatting your page, set top margin to 25 mm (1") and bottom margin to 31 mm (1 1/4"). Left and right margins should be 19 mm (3/4"). Use a two-column format where each column is 83 mm (3 1/4") wide and spacing of 6 mm (1/4") between columns. Indent paragraphs by 6 mm (1/4").

Left and right-justify your columns: Use tables and figures to adjust column length. Use automatic hyphenation and check spelling. All figures, tables, and equations must be included in-line with the text. Do not use links to external files.

2. Results

Results need to be described.

Mention figures always appear after the first reference.

3. Figures and Tables

Graphics should be in TIFF, 600 dpi (1 bit/sample) for line art (graphics, charts, drawings or tables) and 220 dpi for photos and gray scale images.

Position figures and tables at the tops and bottoms of columns. Avoid placing them in the middle of columns. Large figures and tables may span across both columns.

Figures and tables captions should be below.

Figure axis labels are often a source of confusion. Try to use words rather than symbols. As an example, write the quantity "Magnetization," or "Magnetization M," not just "M." Put units in parentheses. Do not label axes only with units. As in Figure 1, for example, write "Magnetization (A/m)" or "Magnetization (A.m-1), not just "A/m." Do not label axes with a ratio of quantities and units. For example, write "Temperature (K)," not "Temperature/K."

Multipliers can be especially confusing. Write "Magnetization (kA/m)" or "Magnetization (103 A/m)." Do not write "Magnetization (A/m) 1000" because the reader would not know whether the top axis label in Figure 1 meant 16000 A/m or 0.016 A/m. Figure labels should be legible, approximately 10-point type.

4. In-Text Citations

Citation should be referred with the author name followed by the year (Beebe, 1993). If there are two authors for the paper then it should be cited as (Gibson and Shi, 1997). For more than two authors, do not use all the names whereas it should be cited as (Gentili et al., 2002) but the reference should be mentioned with all the authors. All the References should be cited in the content. For e.g. if both the reference numbers 1 and 2 is continuously cited then it will be cited as (Beebe, 1993; Gibson and Shi, 1997).

Please note that the references at the end of this document are in the preferred referencing style. If the paper is unpublished then "(Unpublished)" should be mentioned after the title of the paper [Refer ref "4"]. For the

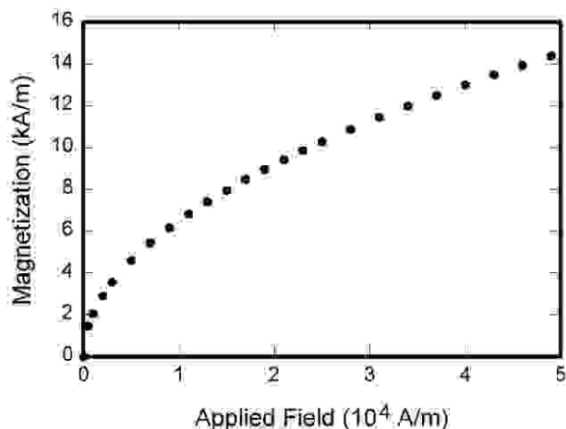


Figure 1. Magnetization as a Function of Applied Field
(Note how the caption is centered in the column)

translated paper the translated details will be followed by the original details of the paper [Refer ref "5"]. The name of the journal name with the tag ["In Press"] should be mentioned for the papers submitted and still not published [Refer ref "6"]. Give all the authors names in the reference section unless there [Refer ref "7"].

For Doctoral Dissertation and Conference paper citation refer references 8 and 9, respectively, whereas for Blog and Website references please refer 10th and 11th references, respectively. For a book to be cited in the Reference section, please refer reference number 12.

5. Equations

Number the equations consecutively with equation numbers in parentheses flush with the right margin, as in (1). To make your equations more compact, you may use the solidus (/), the exp function, or appropriate exponents. Use a long dash rather than a hyphen for a minus sign. Use parentheses to avoid ambiguities in denominators. Punctuate equations with commas or periods when they are part of a sentence, as in

$$A + B = C \quad (1)$$

Be sure that the symbols in your equation have been defined before the equation appears or immediately following. Italicize variables (T might refer to temperature, but T is the unit tesla). Refer to "(1)," not "Eq. (1)" or "equation (1)," except at the beginning of a sentence: "Equation (1) is ..."

6. Other Recommendations

The Roman numerals used to number the section headings are optional. If you do use them, do not number Introduction Conclusion, Acknowledgment, and References, and begin Subheadings with letters. Use one space after periods and colons. Hyphenate complex modifiers: "zero- field-cooled magnetization." Avoid dangling participles, such as, "Using (1), the potential was calculated." Write instead, "The potential was calculated using (1)," or "Using (1), we calculated the potential."

Use a zero before decimal points: "0.25," not ".25." Use "cm³," not "cc." Indicate sample dimensions as "0.1 cm, 0.2 cm," not "0.1 0.2 cm²." The abbreviation for "seconds" is "s," not "sec." Do not mix complete spellings

and abbreviations of units: use “Wb/m²” or “webers per square meter,” not “webers/m².” When expressing a range of values, write “7 to 9” or “7-9,” not “7~9.” Spell units when they appear in text: “...a few henries,” not “...a few H.” If your native language is not English, try to get a native English-speaking colleague to proofread your paper. Number each page at top, right corner: “1 of 3,” “2 of 3,” etc.

7. Discussion

Use either SI (MKS) or CGS as primary units (SI units are strongly encouraged.) English units may be used as secondary units (in parentheses). This applies to papers in data storage. For example, write “15 Gb/cm² (100 Gb/in²).” An exception is when English units are used as identifiers in trade, such as “3.5-inch disk drive.”

Avoid combining SI and CGS units, such as current in amperes and magnetic field in oersteds. This often leads to confusion because equations do not balance dimensionally. If you must use mixed units, clearly state the units for each quantity that you use in an equation.

Conclusion

Do a spell and grammar check. This is available in Word. If English is not your native language, get a professional proof-reader to help if possible.

The word “data” is plural, not singular. The subscript for the permeability of vacuum μ_0 is zero, not a lowercase letter “o.” In American English, periods and commas are within quotation marks, like “this period.” A parenthetical statement at the end of a sentence is punctuated outside of the closing parenthesis (like this). (A parenthetical sentence is punctuated within the parentheses.) A graph within a graph is an “inset,” not an “insert.” The word “alternatively” is preferred to the word “alternately” (unless you really mean something that alternates). Use the word “whereas” instead of “while” (unless you are referring to simultaneous events). Do not use the word “essentially” to mean “approximately” or “effectively.” Do not use the word “issue” as a euphemism for “problem.”

Be aware of the different meanings of the homophones “affect” (usually a verb) and “effect” (usually a noun), “complement” and “compliment,” “discreet” and

“discrete,” “principal” (e.g., “principal investigator”) and “principle” (e.g., “principle of measurement”). Do not confuse “imply” and “infer.”

Prefixes such as “non,” “sub,” “micro,” “multi,” and “ultra” are not independent words; they should be joined to the words they modify, usually without a hyphen. There is no period after the “et” in the Latin abbreviation “et al.” (it is also italicized). The abbreviation “i.e.,” means “that is,” and the abbreviation “e.g.,” means “for example” (these abbreviations are not italicized).

Acknowledgment

The preferred spelling of the word “acknowledgment” in American English is without an “e” after the “g.” Use the singular head in given if you have many acknowledgments. Avoid expressions such as “One of us (J.Q.A.) would like to thank” Instead, write “J. Q. Author thanks....” Sponsor and financial support acknowledgments are placed in the unnumbered footnote on the first page.

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Add brief profile of the authors for about 4 to 5 lines. All the contributed authors should have their individual profiles updated accordingly.

Add brief profile of the co-author/s if required.

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